

(Appendix D)

EXCERPTS FROM SUPERVISORS' PERSONNEL MANUAL

General Description (Layoff)

In the event that financial support for work programs is decreased or cancelled, the Laboratory may have no alternative but to reduce its work force through employee layoff.

The Laboratory recognizes that reductions in force have serious impact on the careers and personal lives of affected employees. For this reason, layoff terminations are subject to extensive selection and approval procedures, and terminating employees are offered support through means of severance pay, job relocation assistance and other special arrangements.

Selection of Employees (Layoff)

Monthly employees assigned to a unit affected by reduction in force are retained on the basis of length of continuous Laboratory service, record of performance and overall value to the remaining work program.

Weekly employees within an affected unit who are equally qualified to perform the remaining work are retained in order of length of continuous service.

The selection of bargaining unit employees follows applicable provisions of collective bargaining contracts. Similarly, the termination of scientific staff members conforms to scientific staff policy.

Selection Approval Procedures (Layoff)

The following approvals are required prior to any employee layoff:

Initial	Department Head
Concurrence	Director, Human Resources
Final	Laboratory Director

The approval process is initiated by the department head, who submits a tentative list of affected employees to the Director, Human Resources and the Budget Officer. The latter official reviews the departmental submission for compliance with budget requirements. The Director, Human Resources, assisted by an advisory committee, reviews the list to assure proper application of selection guidelines and consistency with equal employment opportunity policy. After reviews have been completed and concurrence granted, department lists are submitted to the Laboratory Director for final approval. Employee notification of layoff is not permitted prior to receipt of all required approvals.

Relocation Assistance (Layoff)

The Human Resources Division offers all possible help to laid-off employees in locating other employment, either within or outside the Laboratory.

During a layoff period, affected employees are given top priority for suitable openings in other groups and, in addition, are offered any appropriate work currently assigned to outside job shop contractors under other than Davis Bacon provisions.

Upon notification of termination, affected employees receive individually prepared information packets containing material on benefits status at termination, copies of their BNL employment records and specific job search advice. The Human Resources Division will assist in resume preparation and arrange to have copies reproduced at no charge.

Tuition Refund (Layoff)

Employees enrolled in properly approved one semester courses, which are interrupted by layoff, will be eligible for reimbursement at the conclusion of the study even though they are no longer on the payroll. Normal refund procedures and requirements will apply.